DoD VPP CX

Development, Validation, Implementation and Enhancement of a Voluntary Protection Programs Center of Excellence (VPP CX) Capability for Department of Defense (DoD)

Routine Self-Inspections

DoD Lead Agent:
Office of the Assistant Secretary of the Army (Installations and Environment)

Department of Defense Voluntary Protection Programs Center of Excellence

Operated by:
CTC Concurrent Technologies Corporation

Objectives

After this training you will be able to:

- Identify the purpose of self-inspections
- Understand VPP requirements for a written self-inspection program
- Outline self-inspection process and teams
- Define the benefits of self-inspections
- Define the role of Leadership in self-inspections.

Purpose of Self-Inspections

- An effective self-inspection process:
  - Enhances identification and abatement of worksite hazards for normal operations
  - Is essential for an effective safety and health process.

Routine Self-Inspections

- The routine self-inspection system should:
  - Include written procedures/guidance
  - Use qualified personnel to conduct inspections
  - Assign responsibility for abatement/tracking
  - Result in documentations of findings and track the hazard elimination or control to completion.

Self-Inspection vs. Hazard Analysis

Routine Self-Inspections vs. Hazard Analysis		
	Routine Self-Inspections	**Hazard Analysis**
What?	- Area or equipment inspection	- Identifies process or task-specific hazards and required controls
When?	- At least monthly, covering the entire site quarterly	- Initially to determine baseline hazards and controls; when changes invalidate previous analysis
Who?	- Managers, Supervisors, employees, and/or S&H staff	- Supervisors, employees, and/or S&H staff
Why?	- Correct hazardous conditions - Determine undesirable trends - Modify S&H goals and objectives - Train employees on hazard recognition	- Control or eliminate hazards - Establish baseline from which to measure effectiveness of corrective actions - Improve hazard control programs - Train employees on safe work practices, hazard recognition, and hazard elimination/control techniques

Written Program

VPP Requirements

- Written Routine Safety & Health (S&H) Self-Inspection Program should include:
  - Inspection schedule
  - Make-up and function of self-inspection teams
  - How findings/results will be documented
  - How employees will have access to the results of self-inspections
  - How responsibility and timeframes for abatement will be assigned
  - How hazard elimination/control will be tracked to ensure timely completion
  - How to use interim control measures if necessary.

Access to Inspection Results

- Written plans should state how employees will have access to self-inspection results
- Communicate to employees:
  - Access to self-inspection results
  - Status of corrective actions
  - Abatement plans for hazards.
- Update employees at least monthly on inspection results.

Responsibilities/Timeframes for Abatement

- Written plans for responsibilities and timeframes for abatement should:
  - State how responsibilities and timeframes for abatement will b assigned
  - Assign risk factors, severity, probability, likelihood
  - Assign responsibility for abatement
  - Assign realistic timeframes for abatement.

Tracking Hazard Elimination/Control

- Written plans for tracking hazard elimination and control should:
  - State how hazards identified will be tracked either by paper or computer system
  - Identify process to routinely review status of corrective actions
  - Identify process to elevate status to upper management to resolve issues
    - Items >30 days.

Inspection Process

Inspection Schedule

- The inspection schedule should:
  - Contain monthly (or more frequent) inspections
  - Cover the entire organization (or site) at least quarterly
  - Include office/administrative areas
  - Include other non-operational areas, such as recreation, daycare facilities, etc., if covered by the VPP application.

Conducting Inspections

- Some *suggestions* for conducting various types of routine self-inspections include:
  - "Tiered" Area Inspections
    - Employee inspects own area weekly, monthly, etc.
    - Supervisor inspects same area quarterly.
  - Emergency Equipment Inspections
    - Employee trained to inspect one or more "fixed emergency equipment" such as emergency eye washes/showers, fire extinguishers, etc.
  - Other Equipment Inspections
    - Employee routinely inspects non-emergency operational equipment such as ladders, chains, machine guarding, etc.

Self-Inspection Team Members

- Self-inspection team members should include:
  - Non-supervisory employees
  - Union representatives
  - S&H staff
  - Managers/supervisors
  - Directors/department heads
  - Top management.
- Train personnel conducting inspections on hazard recognition/identification.

Documentation of Findings/Results

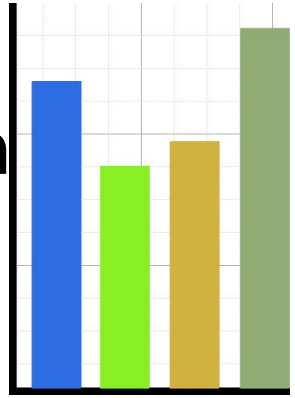
- Consider the use of checklists to aid in documenting findings
- If used, checklists should be unique to the area or item being inspected
  - Clearly identify whether item is “Not Applicable”, “Conforms”, or “Doesn’t Conform”
  - Write a description of the finding
  - Write the location where it was found
  - Assign responsibility and timeframe for abatement.

Documentation of Findings / Results

- Develop a checklist using input from both S&H staff and individuals familiar with the area equipment
  - Provide space to allow inspector
    document additional findings n
    included on the checklist.

Use of Inspection Results

- Determine trends to:
  - Efficiently direct resources
  - Prioritize hazard elimination
  - Leading vs. Lagging.
- Use results to contribute to the Annual Program Evaluation
  - Modify Installation S&H goals and objectives
  - Modify training to increase hazard awareness
  - Facilitating meetings with leadership **at least** quarterly to discuss/resolve S&H issues/concerns.



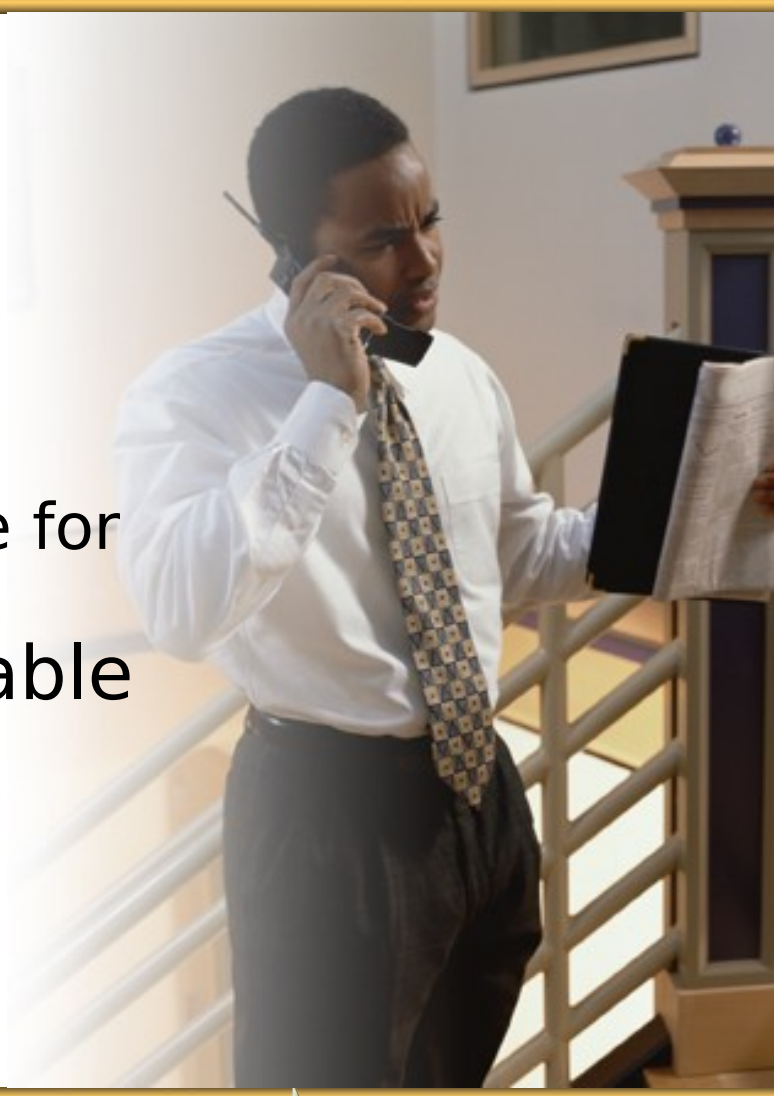
Benefits

- Systematic approach
  - Ongoing
  - Tracking and closure.
- Ensure ownership
  - Cross Sectional
  - All shifts and departments are covered
  - Everyone is an inspector, everything is inspected.
- Report progress
- Communicate successes
- Drive continuous improvement.

Leadership Role

Leadership Role

- Actively participate in the inspection process
- Monitor and Measure
  - Hold team accountable for conducting inspections
  - Hold area leaders accountable for addressing findings.
- Set measurable and attainable goals
  - Review inspection results
  - Measure proactive results.



Leadership Role

- Provide adequate resources
  - Time to conduct inspections
  - Training for inspection team
  - Personal protective equipment.
- Use IT resources to improve process effectiveness
  - Inspections produce data
  - Capture data in a trend-able form
  - Use data to support decision-making.
- Communicate
  - Acknowledge successes
  - Reward accomplishments.

Summary

In this section you learned about:

- The purpose of self-inspections
- VPP requirements for a written self-inspection program
- Self-inspection process and teams
- The benefits of self-inspections
- The role of Leadership in self-inspections.

Questions?